

# POSITION DESCRIPTION (Please Read Instructions on the Back)

2. Reason for Submission <input type="checkbox"/> Redescription <input checked="" type="checkbox"/> New <input type="checkbox"/> Hdqtrs <input checked="" type="checkbox"/> Field <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other Explanation (Show any positions replaced) Standard MWR NAF PD										3. Service		4. Employing Office Location		5. Duty Station		1. Agency Position No.			
7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Nonexempt										8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No							
10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)										11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input checked="" type="checkbox"/> 1--Non-Sensitive <input type="checkbox"/> 3--Critical <input type="checkbox"/> 2--Noncritical Sensitive <input type="checkbox"/> 4--Special Sensitive		13. Competitive Level Code		14. Agency Use CNIC			
15. Classified/Graded by		Official Title of Position				Pay Plan		Occupational Code		Grade		Initials		Date					
a. Office of Personnel Management																			
b. Department, Agency or Establishment																			
c. Second Level Review		Materials Handler				NA		6907		06		JW		12-31-01					
d. First Level Review																			
e. Recommended by Supervisor or Initiating Office																			
16. Organizational Title of Position (if different from official title)										17. Name of Employee (if vacant, specify)									
18. Department, Agency, or Establishment										c. Third Subdivision									
a. First Subdivision										d. Fourth Subdivision									
b. Second Subdivision										e. Fifth Subdivision									
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.										Signature of Employee (optional)									
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that										this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.									
a. Typed Name and Title of Immediate Supervisor										b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)									
Signature					Date					Signature					Date				
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.										22. Position Classification Standards Used in Classifying/Grading Position									
Typed Name and Title of Official Taking Action S. J. NEW Principal Classifier										FWS JGS For Materials Handling TS-58 Sept 90									
Signature					Date					Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.									
23. Position Review		Initials		Date		Initials		Date		Initials		Date		Initials		Date			
a. Employee (optional)																			
b. Supervisor																			
c. Classifier																			
24. Remarks																			
25. Description of Major Duties and Responsibilities (See Attached)																			

## **NONAPPROPRIATED FUND POSITION DESCRIPTION**

**JOB TITLE:** Materials Handler **POSITION NUMBER** 01-031A

**JOB SERIES:** 6907 **PAY LEVEL:** NA-6

**Summary of Duties:** Handles or oversees a segment of a large warehouse, or serves as senior employee in a smaller warehouse. Assists supervisor in developing plans for storage and arrangement of stock in accordance with agency regulations determining configuration, setup, movement, rearrangement and traffic flow. In a large warehouse is responsible for storage and space utilization for a specific commodity or equipment group. In a smaller warehouse, serves as the senior non-supervisory worker of the facility, laying out storage space, establishing item locations, determining organization and arrangement of stock, and identifying high and low usage items according to agency regulations and procedures encompassing a full spectrum of warehouse functions. Operates vehicles such as stake trucks, cherry-pickers, fork lifts, etc. May coordinate incoming and outgoing shipments and placement of materials with docking area, and schedules personnel to facilitate movement of material in accordance with priorities, scheduling requirements, and space allocations. Performs other related duties as assigned.

**Skills and Knowledge:** In-depth knowledge of the overall warehousing plan, documentation requirements, and accepted warehousing methods, procedures, and techniques. Ability to lay out storage space and establish item and material locations in accordance with agency regulations. Ability to prepare inventory and production reports, screen and identify shipping and receiving documents for discrepancies, and direct shipments to shipping or storage areas. Skill in use of vehicles and fork lifts. A driver's license is required.

**Responsibility:** Responsible for performing a full range of warehouse functions in either a major segment of a large warehouse or as the principal materials handler in a smaller warehouse. Receives, locates, stores, ships, and warehouses materials, commodities, or equipment in accordance with established procedures and operating requirements. Works with high degree of independence in determining sequences of loading and unloading, developing space utilization plans, and implementing movement of materials. Provides guidance to lower level workers.

**Physical Effort:** Stands on hard surfaces for extended periods of time. Bends, stoops, and works in tiring and sometimes uncomfortable positions. May lift and carry items weighing up to 40 pounds. Heavier items are moved with weight handling equipment or with assistance from other workers.

**Working Conditions:** Work is performed inside or outside in areas that may be hot, damp, cold, drafty, or poorly lighted. May be required to wear protective clothing.